



Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam Bello
County Executive

Andrea Guzzetta
Director

**TITLE: CONTRACT COMPLIANCE MONITOR
(Provisional * Appointment)**

SALARY: \$38,936 - \$49,380 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This position is responsible for overseeing, monitoring, evaluating and providing technical assistance to assigned subcontracted services to ensure subcontractors provide efficient and effective performance and compliance with provisions of the contract and applicable state and federal statutes and regulations. Duties are performed primarily in the field and involve assisting with the development, implementation and evaluation of projects. The employee reports directly to and works under the general supervision of a department administrator or other a higher-level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree plus two (2) years paid full-time or its part-time equivalent professional** experience involving one or more of the following: reviewing, analyzing, developing, executing, and evaluating contracts and programs; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus three (3) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus five (5) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

**Professional experience does not include secretarial, clerical or similar experience.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B
ROCHESTER, NY 14620

Posting Date: July 28, 2021

Posting Deadline: August 10, 2021

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.